

BROWNFIELDS
ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN
FOR
Coal Run Hollow Project
June 22, 2018

Submitted by
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TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>
1.0	PROJECT OVERVIEW
2.0	SCOPE OF WORK Task 1 Cooperative Agreement Oversight Task 2 Community Outreach and Involvement Task 3 Brownfields Assessment Activities Task 4 Site Reuse and Clean-Up Planning
3.0	OUTPUTS / OUTCOMES
4.0	BUDGET
5.0	QUALITY ASSURANCE PROJECT PLAN
6.0	LEVERAGING
7.0	PHASE I SITE ASSESSMENT CHECKLIST
8.0	PRE-AWARD COSTS

Attachments

Attachment 1 Outputs / Outcomes Tables
Attachment 2 Budget Detail (saved as separate document)

1.0 PROJECT OVERVIEW

- **Project Description**

Provide a description of the overall project including the program objectives for the three years of the Cooperative Agreement and expected environmental outcomes. EPA is required to ensure that grant programs tie all funds to specific environmental outcomes and outputs. Describe the specific environmental outcome of this cooperative agreement in the project description. Use the tables provided in the attachments of this guidance to document the project outputs.

Project Description and Alignment with Revitalization Plans: The City has recognized the critical need to connect three emerging districts: the historic downtown, the Riverfront, and the University District, to drive economic, quality of life, and health and wellness benefits for all of Fairmont. These efforts align with ongoing redevelopment efforts including a) Revitalization of the downtown riverfront corridor as identified in Fairmont's Comprehensive Plan, b) neighborhood stabilization as represented in the BAD Buildings Redevelopment Plan, and c) pedestrian connectivity as outlined in the Pedestrian and Bicycle Connectivity Plan - to improve the overall economic, social, and ecological health of the community.

Fairmont will utilize the Brownfields Hazardous Assessment grant to implement its plan to reclaim the vitality of these districts through focused efforts in the Coal Run Hollow Corridor, a critical link for connected living. The Coal Run Hollow project meets the Extreme Weather Resiliency priority goal of EPA Region 3 as it is one of the streams most severely affected by extreme weather. The existing infrastructure supporting this network cannot handle the capacity of the storm-water runoff, which causes flooding in residential areas and incorporates contaminants into the stream, affecting a disadvantaged population downstream. Additionally, the Coal Run Hollow Project serves as a valuable spur and crosstown connection within the Industrial Heartland Trail (IHT) system – a 1,400+ mile network that will span 48 counties across parts of four states: Western Pennsylvania, northern West Virginia, eastern Ohio, and the southwestern corner of New York. The Fairmont connection represents a six mile gap along the Industrial Heartland Trail, marked by remnants of our past – abandoned industrial sites, factories, and mines.

With the U.S. EPA Assessment Grant funding, the City proposes to build upon the significant property inventory work of the community-oriented BAD Buildings program which identified vacant and dilapidated structures, the trail mapping and planning work completed by the MCTrails group, the ongoing environmental testing of Coal Run by the Fairmont State University Chemistry Department, and the associated redevelopment planning and design efforts of the FSU Architecture Department. The City plans to work with its partners and affected community members in prioritizing which sites are most critical in terms of economic development, perceived environmental impairment, and environmental justice. The work of these groups will inform the completion of a comprehensive brownfield site inventory and complete redevelopment plans for each prioritized site. In addition, the inventory will develop criteria for prioritizing the sites, with public input, and identify other potential sources of funding, including state and federal sources. Upon completion of the planning study, the City will conduct Phase I and II Environmental Site Assessments (ESAs), Remedial Action Plans (RAPs), and associated quality assurance project plans (QAPPs), sampling and analysis plans (SAPs), and community outreach and education. Each of these tasks is discussed in detail below. The City is requesting funds under the community-wide designation and has identified potential eligible sites within the three key districts of the Coal Run Hollow footprint. It should be noted that these targeted

areas have been thoroughly identified in multiple planning efforts in need of redevelopment. In 2005, these districts were broadly identified in the City of Fairmont Renaissance Plan. Further efforts to prioritize redevelopment within these districts were made in 2005 through the development of the City of Fairmont Comprehensive Plan and in 2014 with the development of the Fairmont Pedestrian and Bicycle Connectivity Plan. Each of the three targeted districts is prioritized in the recommended 2018 updates to the City's Comprehensive Plan. Coal Run Hollow is a high priority corridor.

- **Project Team Structure and Responsibilities**

Describe the lead organization managing the project (i.e. if a regional planning council, describe governments within jurisdiction) and outline organizational structure, communication flow, and roles and responsibilities of all key entities supporting this project, including the project manager from the lead organization managing the project. It may be appropriate to utilize some of the language from the management system criteria (under Programmatic Capability) in your proposal.

The City of Fairmont will manage the project through their Planning Department with the Director of Planning and Development leading the program. The Director will procure a consultant to assist with the assessment of the properties. The Director will also work with the City of Fairmont's Communications Program Manager to solicit stakeholders and key members to ensure our community meetings are well publicized and attended.

2.0 SCOPE OF WORK (Project Task Descriptions)

Use this section to describe the tasks/activities to be accomplished. This example includes a number of common tasks for Brownfields Assessment projects including certain required tasks described in the Cooperative Agreement Terms and Conditions. The tasks listed below are identified as examples. Utilize task activities described in your proposal. Add or delete as appropriate for your project.

Example Task 1: Project Management and Reporting

Describe this task in narrative format, utilizing language from your proposal. This task could include: Hiring a Qualified Environmental Professional (QEP), attending relevant training & conferences, preparing quarterly reports and a final technical report, property reporting through EPAs on-line system (ACRES), preparing financial status reports, administering project closeout, obtaining legal assistance (property title search, applicable regulation interpretation, etc.).

Task 1 – Cooperative Agreement Oversight: The project manager will ensure compliance with the grant requirements including document submittals for USEPA required reporting and serving as a liaison with EPA Region 3. The City will hire a Qualified Environmental Professional (QEP) to assist in preparing quarterly reports and a final technical report, as well as preparing reports through the EPA online system ACRES and other associated duties. Travel expenses (for flights, driving, hotels and per diem) have been set aside for two staff members to attend two of EPA's national brownfields conferences and two of the West Virginia Brownfields Conferences over the course of the project period to learn "best practices" and identify ways to leverage EPA resources. A limited amount of expenses has been budgeted for office supplies to support this task.

Example Task 2: Community Involvement

Describe how public involvement will be performed. This should be consistent with the Assessment Grant Proposal submitted, to ensure that community concerns are considered in assessment planning and execution, and the public is kept informed of project progress and results and to encourage public involvement in the project. Utilize information from the Community Engagement portion of your proposal.

Task 2 – Community Outreach & Involvement: The budget includes engagement activities utilizing staff to meet quarterly over the project period (12 times over 3 years) with property owners, business owners and stakeholders in the targeted area to identify sites, discuss redevelopment plans, and outline plans for conducting environmental assessments on priority sites. As a supplement to City Staff time and experience, an environmental consultant will be retained over the 3-year period to facilitate meetings, create project presentations, project materials and prepare site access agreements in coordination with City staff. This task includes material printing for meetings, project information and public notices. In-kind contributions from project partners include meeting space for quarterly meetings, and planned dissemination of project information by speaking to civic and gardening clubs, church groups, and business associations.

Example Task 3: Site Inventory and Phase I Assessments

Describe this task, which could include: conducting a survey for potential brownfield sites, developing and maintaining an inventory of brownfield sites and property data, determining site eligibility, performing Phase I Environmental Site Assessments, etc.

Task 3 – Brownfields Assessment Activities: This task includes activities related to carrying out site assessments including procurement of consultants; refinement and finalization of rating/ranking criteria; rating and ranking of sites; follow-up planning/technical assistance on sites (tax records, mapping, past studies); and preparation of Quality Assurance Project Plans (QAPP), a site-specific Sampling and Analysis Plan (SAP), and Health and Safety Plan (HASP) as needed for Phase II ESA conducted per West Virginia's EPA approved Brownfields Program. Brownfield sites will vary in size, complexity and condition. As such, Fairmont estimates it will conduct up to 7 hazardous substance Phase I assessments. It is estimated that up to 6 sites will require Phase II assessments. Site Assessments will be conducted by qualified environmental professionals using EPA's All Appropriate Inquiry Rule (70 FR66070), ASTM 1527-05 and ASTM 1903-02.

Example Task 4: Site-Specific Activities

Describe this task, which could include: enrolling site(s) in the VCP, preparing a generic Quality Assurance Project Plan, preparing site-specific sampling and analysis plan(s), performing Phase II ESAs, performing cleanup and reuse planning, etc.

Task 4 – Site Reuse & Cleanup Planning: Funding is included to support remedial and reuse plans developed by qualified land use, environmental professional and other consultants and reuse experts. Remedial action plans will address reviewing alternative strategies including: complete or partial contaminant removal, contaminant capping, in-situ cleanup methods, and land use covenants and/or deed restrictions, based on site specific conditions and contaminants of concern. Funding is included for meeting preparation and promotional expenses and limited expenses has also been budgeted for office supplies and other expenses to support this task.

3.0 OUTPUTS / OUTCOMES

The completion of each task should result in a specific deliverable/output/milestone. Define the expected product(s) from each task or subtask in table format and include the tables as an attachment. These tables will subsequently become the mechanism for reporting progress towards achieving the specific outputs / outcomes in quarterly progress reports. As such, a column for reporting quarterly progress has been included. Specific project output and outcome examples are identified in Attachment 1.

4.0 BUDGET: \$200,000 – Hazardous Substances (and/or Petroleum)

	Task 1 Cooperative Agreement Oversight	Task 2 Community Outreach and Involvement	Task 3 Brownfields Assessment Activities	Task 4 Site Reuse and Clean Up Planning	Total
Personnel	\$3,038	\$3,038	\$3,038	\$3,038	\$12,152
Travel	\$3,000	\$0	\$0	\$0	\$3,000
Equipment	\$0	\$0	\$0	\$0	\$0
Supplies	\$500	\$1,000	\$0	\$500	\$2,000
Contractual	\$0	\$6,000	\$148,000	\$28,000	\$182,000
Other	\$0	\$348	\$0	\$500	\$848
Total	\$6,538	\$10,386	\$151,038	\$32,038	\$200,000

A Budget Detail with specifics on each budget category is included as Attachment 2 (separate Word file).

5.0 QUALITY ASSURANCE PROJECT PLAN

Prior to undertaking activities involving the collection of environmental samples, the City of Fairmont will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of the U.S. EPA Region III Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. The QAPP will be submitted at least 30 days prior to the initiation of field activities and approval will be obtained prior to performing any field sampling.

6.0 LEVERAGING

The City of Fairmont was awarded \$400,000 through the West Virginia Department of Highways (WVDOH) to complete a crosstown trail development along Locust Avenue to Country Club Road (2017). A second grant application is pending through the WVDOH for \$250,000 to complete the design for a second phase of the crosstown connection along Country Club Road. (The City anticipated applying for \$400,000 when the original EPA grant was submitted, however, it was decided to only apply for design-work instead of design and construction.

The City also anticipates leveraging resources from the Marion County Trails program and the Industrial Heartland Trail project which is a variable amount.

The City also anticipated leveraging historic and new market tax credits on proposed adaptive reuse projects in town.

7.0 PHASE I SITE ASSESSMENT CHECKLIST

For each Phase I Environmental Site Assessment, or all appropriate inquiry (AAI), conducted using EPA federal funds, the grantee must complete, sign, date, and submit the following checklist with each AAI/Phase I report submitted to EPA:

<https://www.epa.gov/sites/production/files/2014-08/documents/aai-reporting-fact-sheet-and-checklist-062111-final.pdf>

8.0 PRE-AWARD COSTS

The City of Fairmont is requesting that pre-award costs be authorized starting July 1, 2018. Prior to the award date, the City of Fairmont plans to incur costs involving the hiring of a consultant. The pre-award activities will not exceed \$5,000. The City of Fairmont understands that these pre-award costs are assumed at our own risk without EPA liability.

TASK 1: Cooperative Agreement Oversight
ATTACHMENT 1: OUTPUTS / OUTCOMES

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Obtain QEP and legal services (if necessary): <ul style="list-style-type: none"> • Prepare Request For Proposals, evaluate applications, conduct interviews, hire qualified environmental consultant • Obtain legal services for title searches, regulation interpretations, etc. 	FY19 1 st Quarter	RFP; documentation of meeting of open competition; and contract for scope of services	High quality products and services to meet project needs	
Reporting: <ul style="list-style-type: none"> • Prepare progress reports, MBE/WBE and FFR forms • Enter site data in ACRES • Prepare final report and grant closeout material 	FY19 3 rd Quarter	Quarterly reports and other forms; updated ACRES database; final report and closeout forms	Regular communication of project status and next steps; current database for congressional reporting	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	TBD	Attend Brownfields conference	Improve Brownfields knowledge and expand networking opportunities	

ATTACHMENT 1: OUTPUTS / OUTCOMES
TASK 2: Community Outreach and Involvement

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Steering Committee: <ul style="list-style-type: none"> Establish Brownfields steering committee Ensure that commitments made by CBOs in proposal are implemented. 	FY 19 2 nd Quarter	Quarterly meetings, meeting agendas, attendance lists and meeting notes. Commitments from CBOs	An active and motivated workgroup driving Brownfields initiatives	
Hire Environmental Consultant <ul style="list-style-type: none"> Help facilitate meetings Prepare site access agreements in coordination with City Staff 	FY19 3 rd Quarter	Prepare site access agreements and facilitate meetings	Functional site agreements to allow access to sites; an informed public	
Develop Marketing Material: <ul style="list-style-type: none"> Create brochure targeting private & public property owners, lenders and developers Create FAQ fact sheet Update website 	FY19 2 nd Quarter	1 Color brochure; 1 FAQ insert; 1 easy to navigate attractive website	Up to date marketing tools to promote project work and disseminate information	
Implement-outreach strategy in target areas: <ul style="list-style-type: none"> Meet w/ local community organizations and/or attend local town selectman meetings Publish program info in local papers and post notices in town halls & community centers 	FY19 2 nd Quarter	Give BF presentations at 3 meetings, minimum 1 round of ads/postings in local target areas	Improve community knowledge on BF issues and identify potential BF sites	
Hold local public meeting on Phase II sites: <ul style="list-style-type: none"> Discuss Phase II results, and potential cleanup and redevelopment plans 	FY20 4 th Quarter	Minimum 1 local public meeting, presentation materials, attendance list	Encourage public participation and support of BF project(s) going forward	

ATTACHMENT 1: OUTPUTS / OUTCOMES
TASK 3: Brownfield Assessment Activities

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Site inventory: <ul style="list-style-type: none"> Gather recognized and potential brownfields sites in target areas 	FY19 4 th Quarter	map of potential BF sites	Graphical capturing of BF sites for planning and marketing work	
Site prioritization and eligibility determination: <ul style="list-style-type: none"> Convene steering committee meeting to rank and prioritize sites Choose initial sites for Phase I investigation Evaluate site access issues For each selected site, provide site eligibility information to EPA (or state) for review Obtain EPA (or state) approval for Phase I 	FY19 4 th Quarter	Planning meetings; 6 eligible sites identified in initial inventory search Estimate 1 additional eligible site identified during remainder of grant	7 brownfields sites identified with the highest redevelopment and community benefit potential in target area(s)	
Phase I investigations: <ul style="list-style-type: none"> Conduct planning meeting with consultant to discuss approved sites Consultant obtains access agreement and performs Phase I investigation Consultant submits draft Phase I report to project team members Team reviews/comments on draft Phase I Consultant submits final Phase I report to project team members 	FY20 1 st Quarter	Planning meetings; 4 Phase I Reports; updated ACRES database Estimate 1-2 addition Phase I reports during remainder of grant	7 High potential Brownfields site assessed through Phase I Total acres assessed through Phase I (TBD)	
Preparation of Reports <ul style="list-style-type: none"> Quality Assurance Project Plan Sampling and Analysis Plan (SAP) 	FY20 1 st Quarter	Receipt of Reports	Understanding of plans as related to proposed project sites.	

<ul style="list-style-type: none"> • Health and Safety Plan (HASP) 				
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ATTACHMENT 1: OUTPUTS / OUTCOMES

EXAMPLE TASK 4: Site Reuse and Clean-Up Planning

Activity (Commitment)	Expected Timeframe (Quarter/ FY)	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)	Actual Accomplishments this Quarter
Phase II preparation: <ul style="list-style-type: none"> Meet with steering committee to review Phase I results and project direction Obtain EPA approval to proceed with Phase II Meet with consultant to Plan Phase II Consultant submits EPA approved generic QAPP 	FY21 1 st Quarter	Project planning meetings; 1 site approved for Phase II investigation. Estimate 1-2 additional sites approved for remainder of grant	1-3 high priority sites identified for further investigation and potential redevelopment	
Phase II investigation: <ul style="list-style-type: none"> Consultant performs field work according to plan Consultant submits draft Phase II report to project team for review and comments Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate 	FY21 1 st Quarter	Phase II report(s) documenting the results; updated ACRES database Estimate 1-2 additional sites approved for Phase II assessments	1-2 high priority sites with complete Phase II assessments that and ready for cleanup and reuse planning Total acres assessed through Phase II	
Cleanup & reuse planning: <ul style="list-style-type: none"> Meet with consultant to develop draft cleanup alternatives and remediation plans for the site Perform public outreach and involvement in cleanup and reuse planning 	FY21 1 st Quarter	1 draft cleanup alternatives plan and draft remedial action plan; updated ACRES database; 1 public meeting on project results	1 property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment. Acres ready for cleanup and redevelopment	

